## Register With Us and Request a Password

Registration is the first step toward creating a profile in the state of Washington Talent Pool. Once you register, you can provide the state with your "Profile."

You are encouraged to register and create a profile, however this is not required. Doing so will enable agency recruiters who are searching for individuals with your qualifications to access your name and invite you to apply for job openings that match your skills. If you prefer, you can search for opportunities and apply directly for the jobs that interest you.

To begin the registration process, enter your first, middle and last name. Enter your preferred user name, and create a password that is a minimum of six characters long and include a letter, number and symbol. To better protect your personal information, the system requires that passwords be updated every 90 days.

Enter your email address. The system will not allow the use of duplicate email addresses. Each registrant will need to have a unique email address. See our website for information on free email.

**Note:** Washington State employees will use their personnel ID number in lieu of their name.

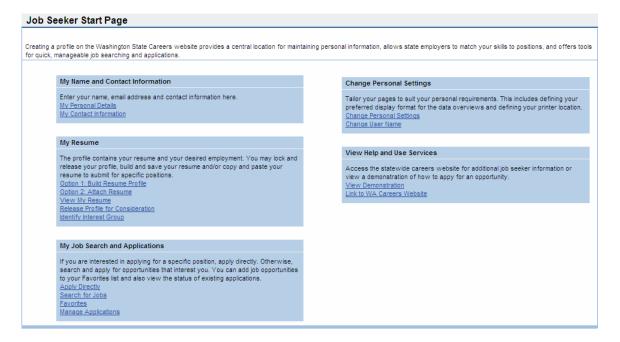
Before you register, read the data privacy statement (shown below) and acknowledge that you accept it.

In submitting these materials, I certify that information contained in my resume, and all other application-related information I have provided here is true, correct, and complete. I understand that consideration for employment and the continuation of subsequent employment depend on true, accurate and complete representation of these facts as stated or implied in all application-related material. I understand that untruthful or misleading answers are cause for rejection of my application, removal from the candidate pool, or dismissal if I am employed.

We endeavor to ensure that the data you submit to us remains confidential and is used only for the purpose stated in the data privacy statement

Registration	
Do you want to find out more about y	rour career options in our company?
We are constantly looking for talented and motivated new employees who can contribute to the success of our company. Take a look at our Job&Career pages and you will find valuable informatio about our company and current employment opportunities. If you are interested in a job, you can apply for it online directly. If you do not find any suitable vacancies but would still like to work for our company, you can register with us. We will contact you as soon as an employment opportunity arises that may interest you.	
Name	
First Name	
Middle Name	
Last Name *	
User Data	
User Name *	
Password *	
Repeat Password *	
E-Mail *	
Data Privacy Statement	
We endeavour to ensure that the data you submit to us remains confidential and is used only for the purposes stated in the data privacy statement. Please confirm acceptance of our data privacy statement. <u>Data Privacy Statement</u>	
Yes, I have read the data privacy statement and I accept it	
Register	

Click on 'Register' to access the Job Seeker Start Page.



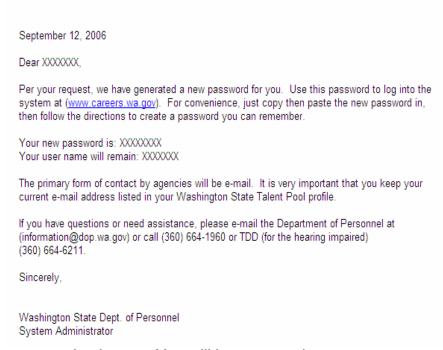
At the same time you will receive an email from us. This email will acknowledge your registration.

## Request a Password

If you forget your password but know the e-mail address that you used when you created your account you can enter your User Name and E-mail address. Then click on "Request Password."



We will send you an email with a new password.



Use this password to log on. You will be prompted to create a new password.



After you successfully change the password you will receive an acknowledgement. You can only change your password once a day.

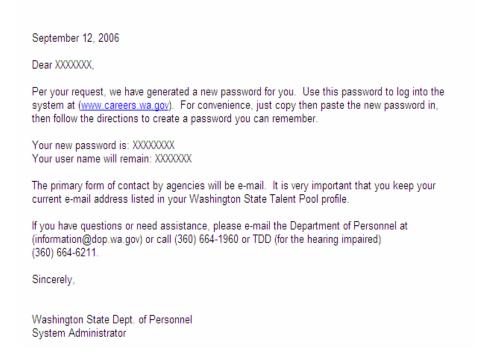


## **Change User Name and Password**

You also have the ability to change both your user name and password after you have registered. To change your logon & password click on the link at the bottom of your logon



NOTE: Current Washington State employees must keep their personnel number as their user name.



If assistance is needed with this process, please contact the Department of Personnel at 360 664-1960 or send an e-mail to Information@dop.wa.gov

The state of Washington is an equal opportunity employer. Persons with a disability, who need assistance in the application or testing process, or those needing this announcement in an alternate format, may call (360) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211.

To view other Job Seeker help documentation close this document and return to <a href="https://www.careers.wa.gov">www.careers.wa.gov</a>.